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Executive Registry

70-5894

3 December 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations  
1 - 30 November 1970

1. The workload in November 1970 was 56,132 items, 4% increase over November last year. For the first five months of Fiscal Year 1971 we are 7% less than the same period in Fiscal Year 1970.

25X1A 2. As of 30 November 1970 we have an assigned strength of [REDACTED] 25X1A  
the same as last month. This is one person short of our authorized strength of [REDACTED]

25X1A 3. Monday, 2 November 1970, [REDACTED] and the other members 25X1A  
of the ACT-II working group met with [REDACTED] RID. Purpose of the discussion was to begin preliminary work on the Cable Secretariat's requirement to utilize RID's computer output to microfilm processor. After implementation of the ACT-II, this device will permit the microfilming of cable traffic directly from magnetic tape.

25X1A 4. On Wednesday, 4 November, [REDACTED] and I went to Seattle, Washington to evaluate a collator/sorter for possible use in our Reproduction and Mailing Section. The equipment is manufactured by Collator Corporation and appears to be suitable for our purposes. A proposal is expected from Collator Corporation in early January, 1971.

25X1A 5. Wednesday, 18 November, [REDACTED] briefed [REDACTED] 25X1A  
[REDACTED] CRS, on the concepts and progress of the ACT-II. [REDACTED]  
25X1A interest lies in the possible adaptation of ACT-II techniques and procedures to the proposed CRS dissemination system.

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HS/HC- 9/3

Excluded from automatic  
downgrading and  
declassification

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6. A Xerox 7000 series copier was installed on 23 November 1970. The copier is similar in appearance and speed to the series 3600's now in use in the Reproduction Section. Advantages of the 7000 include a capability to reduce size of copies and a marked improvement over other methods in the quality of copy produced.

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7. On 30 November 1970, [REDACTED] briefed

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[REDACTED] all of PSD, on our reproduction facilities and methods. [REDACTED] was particularly interested in our successful use of Xerox and AMCD equipment as replacements for offset presses.

25X1A

[REDACTED]  
Y Cable Secretary